



CITY OF CARMEL, INDIANA - DEPARTMENT OF COMMUNITY SERVICES

TEMPORARY USE APPLICATION

MODEL HOME and/or TEMPORARY SALES OFFICE

DIVISION OF BUILDING AND CODE SERVICES

INCOMPLETE APPLICATIONS WILL DELAY PERMIT REVIEW.

TEMPORARY USE REGULATIONS AND PERMIT REQUIREMENTS ARE ON BACK OF APPLICATION.

This application is for temporary uses in a permanent structure, utilized for model homes or temporary sales offices. Applications of this nature may be filed concurrently with, **BUT NOT PRIOR TO**, the application for an Improvement Location Permit (ILP). These uses are regulated by §25.16 & §25.08 Additional Use Regulations of the Carmel Zoning Ordinance.

APPLICANT/ COMPANY INFORMATION (PLEASE PRINT OR TYPE)

APPLICANT NAME: _____ PHONE #: () _____

COMPANY/BUILDER NAME: _____ FAX #: () _____

ADDRESS OF COMPANY/BUILDER: _____
ADDRESS CITY STATE ZIP CODE

PROPERTY OWNER NAME & ADDRESS: _____

*Should a violation (signage or general use) arise during the operation of this temporary use, the applicant (who must be an individual) will be the individual contacted by the City of Carmel to resolve the violation.

TEMPORARY USE INFORMATION

SUBDIVISION NAME: _____ BUILDING PERMIT #: _____ LOT #: _____

ADDRESS OF PROPOSED USE: _____

PLEASE MARK APPLICABLE TEMPORARY USE: ☐ MODEL HOME ☐ TEMPORARY SALES OFFICE

IF FOR TEMPORARY SALES OFFICE, WILL TEMPORARY SIGN EXCEED SIX (6) SQUARE FEET IN AREA? YES OR NO

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

PLEASE REFER TO BACK OF APPLICATION FOR SPECIFIC REGULATIONS REGARDING SIGNAGE, DURATION, AND ADDITIONAL APPLICATION REQUIREMENTS.

I hereby certify that I have the authority to make the foregoing application, that the application and plans filed with the application are correct, and that the operation and conduct of the temporary use will conform to the regulations of the Carmel Zoning Ordinance.

Signature of Applicant/Agent of Builder (REQUIRED) _____

Signature of Property Owner (REQUIRED) _____

OFFICE USE ONLY (DO NOT WRITE IN)

PERMIT #: _____ PARCEL #: _____		PERMIT FEES: <input type="checkbox"/> \$277.50 (Use Permit Fee) <input type="checkbox"/> \$104.00 (Site Inspection Fee) <input type="checkbox"/> \$83.00 (Sign Permit Fee)
APPLICATION REVIEWED BY: _____ DATE: ____/____/____		
THIS TEMPORARY USE PERMIT WAS ISSUED ON ____/____/____ TOTAL FEES DUE: \$ _____ AND IS VALID FOR _____ MONTHS, UNTIL ____/____/____.		
Six-month extension granted by _____ on ____/____/____, until ____/____/____. Six-month extension granted by _____ on ____/____/____, until ____/____/____. Six-month extension granted by _____ on ____/____/____, until ____/____/____.		

REGULATIONS AND CHECKLIST

MODEL HOME/TEMPORARY SALES OFFICE

REGULATIONS:

- **REFER TO §25.16 OF THE CARMEL ZONING ORDINANCE FOR THE FOLLOWING REGULATIONS:**
- **PERMITTED ZONING DISTRICTS:** May be permitted in all residential zoning districts as a temporary use ONLY, provided the use would NOT detrimentally affect the health, welfare, safety, or morals of the neighborhood.
- **DURATION OF TEMPORARY USE:** This permit is valid for eighteen (18) months. Upon written request to the Department of Community Services, this permit may be extended for increments of six (6) months, but may not exceed thirty-six (36) months total for a temporary use. (The extension fee is \$83.00 per extension.) It is the responsibility of the applicant to apply for the permit extension prior to expiration of the permit. Any model home or temporary sales office operating without a valid permit shall be considered a civil zoning violation subject to enforcement action by the City of Carmel.
- **SIGNAGE:**
 - **MODEL HOME:** One ground sign is permitted per hundred lots and may NOT be larger than six (6) square feet in size and may NOT be taller than three (3) feet in height. Sign(s) must be located on the same lot as approved model home and shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right-of-way.
 - **SALES OFFICE:** One ground sign is permitted per hundred lots and may NOT be larger than thirty (30) square feet in size and may NOT be taller than six (6) feet in height. Sign(s) must be located on the same lot as approved temporary sales office and shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right-of-way.
 - **SIGN PERMITS:** Sign permits are required for signs over six (6) square feet and expire when this 'temporary use' permit expires. Signs that require a sign permit must be approved by the Plan Commission with either the Primary Plat or a subsequent ADLS petition. For questions regarding Plan Commission approval, please contact Jon Dobosiewicz, Planning Administrator in the Planning and Zoning Department at (317) 571-2417.

CHECKLIST FOR APPLICATION:

1. ☐ **TEMPORARY USE APPLICATION:** Two (2) copies of completed application are required with signatures.
 - a. **ADDRESS:** If the permanent address for the property is unknown, you should contact Operations Supervisor William Akers of the Department of Communications at (317) 571-2586 or at wakers@carmel.in.gov.
2. ☐ **LEGAL DESCRIPTION:** Provide a legal description of the platted lot on which the temporary use will utilize.
3. ☐ **SIGN PLAN:** Signs must comply with regulations as outlined above, if over six (6) square feet, a temporary sign permit is required. If a sign permit is required, submit the following with this temporary use application: a copy of the signage approved by the Plan Commission with either the Primary Plat or a subsequent ADLS petition, a copy of the Letter of Grant, the Docket Number: _____, and the Date of approval: _____. (\$25.07.03-07.j)
4. ☐ **SITE PLAN:** Two (2) copies are required which shows the following information:
 - a. Adjacent public road right-of-way
 - b. Location and footprint of model home/temporary sales office structure on the property; show applicable setbacks from the public right-of-way and adjacent property lines.
 - c. Adequate access and off-street parking facilities.
 - d. Photometric plan showing light intensity at the lot lines. If no lighting is to be installed, submit a written statement to this effect.
 - e. Location and diagram/illustration of ALL signs, regardless of whether or not a sign permit is required.
5. ☐ **CERTIFICATE OF OCCUPANCY (C/O):** A copy of the Final Certificate of Occupancy. If this temporary use application is being submitted concurrently with the Improvement Location Permit (ILP) application, the temporary use permit shall NOT be considered valid until a Final Certificate of Occupancy has been issued. **NEITHER A MODEL HOME NOR A SALES OFFICE SHALL BE ESTABLISHED IN A PERMANENT STRUCTURE UNTIL BOTH A FINAL CERTIFICATE OF OCCUPANCY AND A TEMPORARY USE PERMIT HAS BEEN ISSUED.**
 - a. If a home has received a Temporary Use permit to utilize the home for a Model Home/Temporary Sales Office, a remodel permit will be required upon the termination of the temporary use permit. Before a Final C/O will be issued to allow the home to not be used other than a Model Home or Temporary Sales Office, the Remodel permit must be obtained.

FEES:

Temporary Use Permit fee is \$277.50. Site Inspection fee is \$104.00. Temporary Sign Permit fee is \$83.00.